

**Delta Primary School**  
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**Executive Headteacher: Sarah Roberts**  
**Head of School: Bindya Chapaneri**



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Wednesday 10 December 2025

Dear Parents and Carers,

**Re: Emergency Lockdown Procedure – Annual Practice Drill Completed**

As you may be aware, all schools have to have a lockdown procedure in place in case of emergency.

We practice the procedure at least once a year with children so that they would know what to do should we ever need to use lockdown and we completed our annual practice today. This was done calmly and sensitively with children so as not to cause any distress, in the same way that school would practice the Fire Evacuation Procedure. To prepare children for this, we held special assemblies and classroom discussions that explained the procedure in an age-appropriate and reassuring way. After the practice, teachers had a debrief and reassured children that they are safe and that school is a very safe place to be, emphasising that practicing procedures like this will make sure that the school remains a safe place to learn.

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. We would like to reassure you again that today was a practice only and there was no actual emergency.

Thank you for your continued support and for helping to keep our school community.

Kind regards,

Sarah Roberts  
Executive Headteacher

Bindya Chapaneri  
Head of School

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ACHIEVED**



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